

Request for Qualifications JAIL MEDICAL PROVIDER

Uintah County is soliciting competitive sealed proposals from qualified and licensed physician/entities to provide healthcare services to inmates of Uintah County Jail.

1. OBJECTIVE AND BACKGROUND

Each respondent to the RFP will be evaluated as to its achievements, experience and compliance with the following stated objectives:

- A. To deliver high quality health care services that can be audited against established standards.
- B. To operate the health care program in a cost-effective manner with full reporting and accountability to the Warden and or his designate.
- C. To implement a written health care plan with clear objectives, policies, and procedures for annual evaluation of compliance.
- D. To operate the health care program in compliance with standards established by the American Correctional Association (ACA).
- E. To maintain an open and cooperative relationship with the administration and staff of the Uintah County Jail.
- F. To provide a comprehensive program for continuing staff education at the Uintah County Jail.
- G. To maintain complete and accurate records of care and to collect and analyze health statistics on a regular periodic basis.
- H. To operate the health care program in a humane manner with respect to the inmate's right to basic health care services.
- I. To provide for a fair and objective proposal that will result in a mutually satisfactory contract between the successful proposer and the Uintah County Jail.

2. **PROPOSAL SCOPE OF SERVICES:**

Note: The County reserves the right to select any or all of these services as part of their final Inmate Medical Health Services contract with the successful vendor.

- A. Provide a physician to serve as Medical Provider for the County Jail. Said Medical Provider shall be responsible for providing medical health care services to the inmates of the Uintah County Jail in a humane manner with respect to the inmates' right to basic health care services. The health care services shall comply with the standards of the American Correctional Association (ACA).
- B. Supervise nursing services to the Uintah County Jail. The nurses shall operate under the direct authority and direction of the Medical Provider, or authorized physician in his/her absence. The nurses shall be responsible for implementing the daily functions of the medical operations to include, but not limited to, Sick Call, inmate physicals, medication distribution, and other services as determined by the Medical Provider and Jail Administrator.
- C. All prescription medications shall be prescribed by the responsible physician, mid-level practitioner, or psychiatrist and shall be administered and pursuant to current or duly amended jail policies. Successful bidder must describe how prescription will be issued and monitored within the confines of a correctional facility including any restrictions on the schedule of medications regarding correctional facilities. Successful bidder will implement saving measures, such as use of generics, when appropriate.
- D. Provide medical supervision and training for staff, including nurses and corrections officers. Training topics shall include mental health, suicide awareness, and other critical situations such as Excited Delirium, substance overdose and withdrawals, etc.
- E. Provide written Standing Orders, Medical Protocols, and develop and maintain medical Policies and Procedures and assure staff (including nurses and corrections officers) is trained. Such Standing Orders, Medical Protocols, and Policies and Procedures shall be reviewed at least annually and updated as needed. These Standing Orders, Medical Protocols, and Policies and Procedures shall be approved by the Medical Provider and the Jail Administrator.
- F. Ensure all in-jail and off-site medical health services are available to include, but is not limited to, x-rays, hospital services, laboratory services, specialty services,

consultations, and follow-up visits.

- G. Oversee provision of all non-durable medical supplies required for the treatment and care of all inmates in the county jail.
- H. Oversee whatever stock supplies are required to perform under the contract. Said supplies will include, but not be limited to, forms, books, manuals, medical record folders and forms, pharmaceuticals, needles and sharps, individual and group materials, gloves and coverings, disinfectants and cleaning supplies, and disposal of medical waste.
- I. Provide dental screenings and refer dental services.
- J. Oversee management, and maintain all inmate medical records separate from the jail confinement records of the inmates. Vendor shall provide the Sheriff, or his designee, with access to the records and, upon request, provide copies. Medical records shall be consistent with all federal laws regarding the retention and storage of medical records, as well as all State of Utah regulations, American Medical Association guidelines, American Correctional Association (ACA), and community standards.

All medical and other records, policies and procedures, manuals, instructional books, orientation, and continuing education records and materials, and documentation of every sort, developed for or used in the operation of the health care program under the contract, shall be the property of the Uintah County and, at the termination of the contract, remain the property of the Uintah County without further obligation.

- K. Provide required documentation of inmate medical care as required for the jail to post inmate co-pay charges to inmate accounts.
- L. Shall assist with provision of medical statistics to the Jail Administrator as requested. Statistics shall include, but are not limited to, the delivery of health care services to the inmates and the operation of the jail medical clinic. Statistics and reports will be determined by the vendor and the Jail Administrator.
- M. Shall comply with all HIPAA laws and requirements.

- N. Shall comply with Uintah County Jail Services and requirements.
- O. Shall maintain appropriate working relationships with other medical, dental, and mental health services as it relates to the medical health care of the inmates in the Uintah County Jail.
- P. Shall adhere to Uintah County Jail security policies and procedures.
- Q. Shall provide on-site general practice medical care to any pregnant inmates and refer all other matters to an appropriate OB/GYN.
- R. Shall not be responsible for providing elective medical care to inmates. “Elective Medical Care” means care that, if not provided, would not, in the opinion of the Medical Provider, or his/her designated medical doctor or physician, cause the inmate’s health to deteriorate or cause definite harm to the inmate’s well-being. Decisions concerning elective medical care shall be consistent with the applicable American Medical Association (AMA) Standards
- S. Shall assist with provision of emergency health care services for staff, contractors, employees, and/or visitors to the Uintah County Jail complex until local Fire and Rescue/EMS arrive on scene and takes responsibility for patient care.
- T. Shall assist in providing psychiatric services to inmates as referred by the medical doctor or psychiatrist. Such services shall include follow-up medical assessments of inmates who are prescribed psychotropic medications.

3. **PROPOSAL REQUIREMENTS:**

All proposals shall include the following:

- A. Cover Letter – introducing the physician/entity and providing a brief synopsis of their experience in providing the services being requested in the RFP
- B. Executive Summary – briefly outlining the physician/entity’s response to the RFP, their qualifications and other pertinent information which might assist the evaluation team in evaluating the entity’s proposal

- C. Letter of Transmittal – containing the following information:
- i. company which will be providing the services required in the RFP and identifying any subcontractors which will be used.
 - ii. Point of contact for RFP clarification or additional information.
 - iii. Person authorized to legally obligate the vendor.
 - iv. contact information to include name, address, phone, fax and/or email.
 - v. statement of no inducement: a statement certifying that no attempt has been made or will be made by the entity to induce any other person or entity to submit or not to submit a bid regarding this RFP. Furthermore, this is to certify that the bid contained herein is submitted in good faith and not pursuant to any agreement or discussion with, or inducement from, any entity or person to submit a complementary or other non-competitive bid.
 - vi. statement of no investigation/conviction: a statement certifying that the bidder, its affiliates, parent company, subsidiaries, officers, directors, subcontractors, and employees are not currently under investigation by any governmental agency and have not in the last five years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or the performance of any public contract.

- D. Vendor's Experience – Given the project objectives, the entity should demonstrate an established competence with respect to providing Inmate Medical Health Services at Correctional Facilities. The entity should list at least three (3) references.

Proposals should include in this section a listing of qualifying experience, including the name of the facility and the number of years of providing service to the facility. Additionally, include the name, address, and phone number of the responsible official of the client organization who may be contacted.

- E. Vendor's Insurance Requirements – Vendor shall furnish Uintah County with certificates of insurance indicating proof of insurance and level of insurance.

The provision of professional and malpractice insurance is the responsibility of the vendor.

- F. Indemnification - The vendor shall hold harmless, defend and indemnify Uintah County, its officers and employees, from all claims of bodily injury, including death, and property damage arising from or alleged to be caused by the vendor's acts or omissions related to the performance of the contract.
- G. Litigation History - The contractor shall disclose any and all litigation history involving the delivery of health care and the resulting court decisions. The contractor shall also disclose their process for responding to lawsuits or other legal proceedings concerning the delivery of health care.
- H. Billing Procedures: - The contractor will describe their entity's billing procedures in detail. The proposal should include a sample invoice and detail explanation.

4. **EVALUATION CRITERIA AND SELECTION PROCEDURES:**

- A. The Sponsor will review all submissions.
- B. Selected individuals/entities may be invited to participate in an interview with the selection committee. (Date, time, and location of the interview are yet to be determined.)
- C. Following the interviews, the selection committee will designate the primary individual/entities.
- D. The Sponsor will enter into negotiations with the primary individual/entity to establish the value of compensation and other relevant issues.
- E. In the event the Sponsor is not able to negotiate a mutually acceptable contract with the primary individual/entity, it reserves the right to terminate negotiations and undertake negotiations with another individual/entity, and so forth as needed.

5. **GENERAL CONDITIONS FOR PROPOSALS:**

- A. The individual/entity is responsible for carefully reading and complying with all terms of this Request for Proposal.
- B. Corrections or modifications received after the closing time will not be accepted.
- C. The proposal must be signed by an authorized representative or officer who is authorized

to bind the individual/entity contractually. Submission of a signed proposal will be interpreted to indicate the individual/entity's willingness to comply with all terms and conditions set forth herein.

6. **SUBMISSION REQUIREMENTS:**

- A. Proposals must be delivered to the office of the Uintah County Clerk/Auditor, 147 E. Main Street, Vernal, Utah 84078, no later than 5pm on Friday, January 19th, 2018. **PROPOSALS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.** There will be NO exceptions.
- B. Proposals may not be submitted electronically.
- C. Proposals must be submitted in a sealed envelope clearly bearing the name of the individual/entity, address, and marked with the following:
“Uintah County Jail Medical Provider Request for Proposal”
- D. The applicant must submit three (3) copies of the completed proposal.
- E. Sealed bids will be opened in the regularly scheduled County Commission meeting on Monday, January 22nd, 2018, starting at 11 a.m.

7. **AWARD:**

The Sponsor reserves the right to waive any irregularity, informality or technicality in the proposals in its best interest, and is not obligated to award a contract based upon the lowest price submission. If terms cannot be mutually agreed upon, the Sponsor will enter into negotiations with the secondary individual/entity.

The bid award will be announced in the County Commission's regularly scheduled meeting on Monday, January 29th, 2018, or as soon as possible thereafter. The selection of the Jail Medical Provider shall follow Uintah County Jail Policies and Procedures and the procedures outlined herein. The right to reject any and all proposals or to accept any proposal that is deemed to be more advantageous to the public and Uintah County is reserved.

8. **WRITTEN AGREEMENT:**

The Sponsor intends to enter into a professional services contract with the successful individual/entity. Such contract may include a maximum not to exceed amount.

9. **ADDITIONAL INFORMATION:**

Should the RFP not contain sufficient information for the applicant to obtain a clear understanding of the services required by the Sponsor or should the individual/entity require additional information, contact Ms. Irene Brown, Uintah County Jail Commander, at 435-781-5422 or ibrown@uintah.utah.gov prior to the date and time for project submission.